



MINUTES

REGULAR MEETING

May 11, 2023

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was called to order by Vice Chairperson Jim Ritsema at 3:30 p.m. in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Thursday, May 11, 2023.

ITEM 2 – ROLL CALL

Members Present: Jim Ritsema, Matt Huber, Rick Fuller, Jeff Heppler, Craig Dieringer, Scott Ernstes, Don Martin, Tracie Moored, Tim Unangst, Greg McComb, Pat McGinnis (arrived at 3:37)

Others Present: Phyllis Fuller, Jeff Troyer, Victoria Rose, Chris McComb, Nicole Face

ITEM 3 – APPROVAL OF MEETING MINUTES

A. Minutes of the March 9, 2023, Regular Meeting

“Motion by Mr. Fuller, second by Mr. Martin to approve the minutes of the March 9, 2023, Regular Meeting as presented.”

On a voice vote, MOTION CARRIED.

ITEM 4 – CITIZENS’ TIME

There was none.

ITEM 5 – FOR CONSIDERATION

A. Executive Director Report

1. Special Presentation – Young Hero Mahidis Hussaini

The presentation was postponed until later in the meeting, as Ms. Hussaini had not arrived.

2. Administrative Monthly Report

Mr. Troyer stated the server environment upgrade was completed with no downtime. He also stated the new fiber connection is live at the Sheriff’s Office Tower and WMU BTR2 site will switch over Monday.

3. March and April Reconciliation Reports

Mr. Troyer stated the reconciliation reports for March and April were in the packet. He noted the MI Class account is still performing above expectations.

4. Year-to-Date Budget Performance Report

- a. Fiscal Year 2022 (Final)
- b. Fiscal Year 2023

Mr. Troyer stated the YTD budget performance report was included in packet. He stated 2022 is closed out.

5. Correspondence

There was none.

B. Committee Reports

1. Executive Committee – Jim Ritsema

- a. Meeting Minutes from May 2, 2023 (Informational only)

Mr. Ritsema stated the committee met and discussed items on the agenda. The meeting minutes are included in the packet.

- b. MERS DC Plan Documents

“Motion by Mr. Martin, second by Mr. Fuller to approve the amendment to the MERS DC Plan documents as presented.”

Mr. Troyer stated that MERS reviewed our plan documents and now requires the employer to identify a default if an employee chooses a zero contribution. There are no changes to the plan itself.

On a voice vote, MOTION CARRIED.

- c. MERS Authorized Signer Resolution

Mr. Troyer stated this resolution allows three approved individuals to sign any MERS documents when approved by the Board. Currently changes cannot be made without approved Board minutes.

“Motion by Mr. Ernstes, second by Mr. Huber to approve the amendment to the MERS Defined Contribution Adoption Agreement as presented.”

On a voice vote, MOTION CARRIED.

2. Personnel Committee – Pat McGinnis

- a. Meeting Minutes from March 7, 2023 (Informational only)

The minutes from the March 7, 2023, Personnel Committee meeting were included in the packet.

3. Technical Advisory Committee – Scott Ernstes

a. Meeting Minutes from March 1 and May 3, 2023

Mr. Ernstes stated the meeting minutes were included in the packet. He stated the committee worked on a few things but had nothing to bring forward.

4. Finance Committee – Don Martin

a. Meeting Minutes from April 24, 2023 (Informational only)

Mr. Martin stated Martin – Minutes are provided, informational.

b. Fiscal Year 2022 Audit Presentation

Alex Schaeffer of Kruggel Lawton presented an overview of the KCCDA Fiscal Year 2022 Audit. He stated the audit went well overall with no changes.

“Motion by Mr. Fuller, second by Mr. Heppler to accept and place on file the KCCDA Fiscal Year 2022 Audit as presented.”

On a voice, MOTION CARRIED.

c. 2023 Budget Amendment – REVISION I

Mr. Troyer stated the revision was presented at the April Finance Committee meeting and was included in the Board agenda packet. The amendment is for revenue increase due to the ARPA grant monies and interest. Expenditures are due to essential worker premiums paid out as an offsetting expenditure.

“Motion by Mr. Martin, second by Mr. McGinnis Motion to approve the 2023 Budget Amendment, REVISION I, with total expenditures of \$8,905,250 and an anticipated surplus at year-end equaling \$105,186.”

On a roll call vote, YES – 11, No – 0. MOTION CARRIED.

C. Old Business

There was none.

D. New Business

1. RESOLUTION 2023-01: Authority to Submit Conditional Offers to Purchase Real Property

Mr. Troyer stated the Resolution was presented at the Executive Committee. The Board previously approved the project to locate a backup facility or disaster recovery site. After looking at property available, the amount of \$250,000 approved is not sufficient for a suitable site. The amended amount is \$500,000. The Resolution was drafted by counsel to allow the Executive Director to submit conditional offers not to exceed \$500,000 with terms and conditions approved by the Board.

“Motion by Mr. McGinnis, second by Mr. Heppler to approve Resolution 2023 – 01 as presented.”

Mr. Troyer stated staff looked at four sites and toured two. One is a possibility, but we need to have a budgetary idea of the work that needs to be done. The building will need restrooms, a kitchen and room to set up twelve positions without spending a significant amount of money.

On a voice vote, MOTION CARRIED.

ITEM 7 – OTHER ITEMS

A. Announcements and Member Comments

Mr. Dieringer stated KCMCA studied a case with a Trooper using an AED with ECHO dispatching during an Oshtemo call. He stated that all the pieces came together, and the process worked as intended. Everyone, including dispatch, should be congratulated for their success.

The Young Hero recipient was unable to attend the meeting so the special presentation will be rescheduled for the July 13, 2023, meeting.

B. Next regular scheduled meeting – July 13, 2023 (Chief Switalski Meeting Room)

ITEM 8 - ADJOURNMENT

The meeting was adjourned at 4:04 p.m.

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Chris McComb  
Deputy Clerk of KCCDA Board of Directors